

2-9-1925

Board of Trustees Meeting Minutes 1925-02-09

Bowling Green State University

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Voucher No.	Name of Payee	Appr'n Acct.	Totals
289	W. A. Zaugg	F-6	24.17
290	W. A. Zaugg	F-6	23.02
291	W. A. Zaugg	F-6	29.92
292	E. H. Ganz	F-6	7.16
293	E. L. Bowsher	F-6	8.75
294	J. E. Shatzel	F-6	5.52
295	Western Union Telegraph Co.	F-7	.30
296	John S. Kenower	F-9	7.50
297	Crane-Halleck Music Store	F-9	36.00
298	H. B. Briggs	G-2 Recitation & Library Bldg.	43.50
299	The Womens' Press	G-3 Library Books	255.26
300	University of Chicago Book Store	G-3 Library Books	1.80
301	Public School Publishing Co.	G-3 Lib. Bks.	.65
302	The F. W. Faxon Co.	G-3 " "	1.25
303	Scott, Foresman & Co.	G-3 " "	1.85
304	The Macmillan Co.	G-3 " "	1.33
305	American Sports Publishing Co.	G-3 " "	16.05
306	The H. R. Huntting Co.	G-3 " "	.73
307	Houghton Mifflin Co.	G-3 " "	7.57
308	Bureau of Publ. Teachers College	G-3 " "	5.90
309	Remington Typewriter Co.	G-3 " "	3.75
310	Crane-Halleck Music Store	F-1	40.88
311	Wilkins-Anderson Co.	F-5	15.00
312	Wiggins & Gillespie	G-3 Ed. Equip.	8.65
313	Clague & Strohl	G-3 " "	296.73
314	Ohio Northern Public Service Co.	G-3 " "	90.70
315	Wood County Telephone Co.	G-3 Dorm.	387.43
316	Instructors' Payroll	G-3 Athletic Field	292.43
317	Civil Service Payroll	F-4	348.67
		F-7	501.99
		A-1 Salaries	5.50
		A-1 Salaries	13076.14
		A-2 Wages	1427.46
			60.68

Moved by Ganz and seconded by Bowsher that the claims and expense accounts be allowed and paid, the fund designations to be made by Dr. Williams. Voting aye, Shatzel, Ganz, Bowsher. Motion carried.

There being no further business, the Board adjourned to meet at the call of the President.

Attest:

E. L. Bowsher
Acting Secretary

J. E. Shatzel
President

Bowling Green, Ohio
February 9, 1925

The Board of Trustees of the Bowling Green State Normal College met at its office in the Administration Building on the above date. The members present were Pres. J. E. Shatzel, Vice President D. C. Brown, Secretary Dr. J. Johnston, and E. L. Bowsher. Treasurer E. H. Ganz was unavoidably absent. Herbert B. Briggs, State Architect and Engineer, Mr. Thomas his assistant, and Dr. Williams were also present.

The minutes of the meeting of December 27 were read and approved.

This being the occasion of the visit of the Senate Finance Committee the Board recessed until 1 P.M. and attended the hearing before the Finance Committee of the Senate on the College Budget. The members of the Senate Finance Committee present were Carpenter, Chairman, Wise Secretary, McCreary, Farnsworth, Powell, Miller, Hayes Vorhys, Clark, Gardner, Senate Floor Leader, Baxter Chairman of the Educational Institutions Section of the House Finance Committee, and Bartlett, member of the House from Geauga County were also present at the hearing. Dr. Williams presented the official itemized budget as filed with the State Budget Commission. The following is a summary of the budget estimates.

	1925-1926	1926-1927
Personal Service	\$235,170.00	\$246,750.00
Total Personal Service		\$481,920.00
Maintenance	55,823.69	56,745.45
Total Maintenance		\$112,569.14
Additions and Betterments	Total	\$701,532.09
Grand Total		\$1,296,021.33

After a full discussion of the requests with the members of the Committee, the Trustees, together with invited guests, were given a luncheon by the College at Shatzel Hall. The following members of the Educational Institutions Section of the House Finance Committee visited the College February 6 and conducted a hearing on the College Budget; Baxter Chairman, Rose, Humes, Stewart, McClintock, Miller. This hearing was also attended by Trustees Johnston, Ganz, Bowsher. Representative Fish of Wood County was also present.

After a full discussion of the requests with the members of the Committee

MC MANUS-TRUP CO., TOLEDO, O. 22669

After a full discussion of the requests with the members of the Committee, the Trustees, together with invited guests, were given a luncheon by the College at Shatzel Hall. The following members of the Educational Institutions Section of the House Finance Committee visited the College February 6 and conducted a hearing on the College Budget; Baxter Chairman, Rose, Humes, Stewart, McClintock, Miller. This hearing was also attended by Trustees Johnston, Ganz, Bowsher. Representative Fish of Wood County was also present.

At 1 o'clock the Board re-assembled and State Architect Briggs and assistant, Mr. Thomas presented and explained in detail the working drawings, specifications, bill of materials, estimate of cost, and form for advertisement for the proposed Combined Recitation and Library Building, and the same were carefully examined by the Board. Moved by Bowsher and seconded by Brown that said documents be and the same are hereby approved by the Board and that the same be signed by the Members of the Board and that State Architect Briggs is hereby directed to cause the advertisement for bids to be published according to law on or before February 25, 1925. Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

The following motion was made by Bowsher and seconded by Brown: "I hereby move that the President of the Bowling Green State Normal College, Dr. H. B. Williams, be authorized by the Board of Trustees to sign all papers pertaining to the obtaining of tax-free alcohol for the Institution". Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

Dr. Williams reported collection of funds amounting to \$8,927.11 from the following sources and that the same had been turned over to the Treasurer, Ganz.

January 21, 1925

Received of H. B. Williams, Pres. the following sum to be forwarded to the Treasurer of State:

Registration fees first semester 1924-25		
615 Receipts @ \$10.00	\$6150.00	
Extension fees first semester 1924-25		
313 Receipts @ \$5.00	1565.00	
Industrial Arts fees	307.50	
Home Economics fees	59.00	
Chemistry fees	126.00	
Physics fees	24.00	
Music fees	855.00	
Library fines	.80	
Late Entrance fees	25.00	\$9112.30

REFUNDS

Registration fees first semester		
4 @ \$10.00	\$ 40.00	
7 @ \$ 8.00	56.00	
2 @ 6.00	12.00	
5 @ 5.00	25.00	
1 @ 4.00	4.00	
Extension fees first semester		
10 @ 5.00	50.00	
2 @ 2.50	5.00	
Home Economics fees	4.00	
Industrial Arts fees	9.00	
Physics fee	1.50	
Chemistry fee	2.00	\$208.50
		\$8903.80

(Signed) E. H. Ganz, Treasurer

Received of H. B. Williams, President, the following sum to be forwarded to the Treasurer of State:

Receipts sale of cinders	\$7.00
Receipts sale of paper	3.90
Receipts sale of vegetables	6.41
Receipts sale of old iron	6.00
	<u>\$23.31</u>

(Signed) E. H. Ganz, Treasurer

Dr. Williams presented and read the proposal of John Kenower to provide labor for applying two coats of oil paint to the interior walls of the Science Building and to furnish brushes and scaffolding for the work; also to furnish labor and brushes for applying two coats of oil paint to the walls of the Auditorium, College to furnish the scaffolding, for \$1227.99. Moved by Bowsher and seconded by Brown that Dr. Williams be authorized to have Mr. Kenower do the work at the above price. Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

Dr. Williams presented the resignation of Mrs. Lena Adams as Stenographer in the President's office effective February 1. Moved by Brown and seconded by Bowsher that the resignation be accepted, all members voting aye. Motion carried.

Dr. Williams nominated Katherine Norton as stenographer subject to approval of the State Civil Service Commission, at \$75 per month, effective February 1, 1925. Moved by Brown and seconded by Bowsher that the nomination be confirmed at the salary recommended. Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

Dr. Williams recommended the following students for graduation January 30, 1925:

DIPLOMA IN ELEMENTARY EDUCATION

Lenore Beach	Leonora Wilhelmenia Schaaf
Lucile Beach	Eunice I. Stalter
Pearl Irene Bilsing	Marguerite E. Thomas
Helen A. King	Opal Weida
Edna Florence Musser	Dorothy Frances Weir
	Helen Mary Pearson

DIPLOMA IN HOME ECONOMICS

Bernita Shupp

DEGREE - BACHELOR OF SCIENCE IN EDUCATION

Merwyn Wycliff Nelson

Moved by Brown and seconded by Bowsher that the recommendations be approved, all members voting aye. Motion carried.

Dr. Williams presented the following financial reports which were ordered spread upon the minutes:

FINANCIAL STATEMENT

NORMAL COLLEGE DORMITORY

September 1, 1924 to February 2, 1925

RECEIPTS

Board Receipts	\$14,171.72	
Room Receipts	5,033.70	
Interest on Money Deposited	1,066.25	\$20,271.67

DISBURSEMENTS

Food	7,486.57	
Labor	3,653.70	
General Plant Repairs	1,310.39	
Water	299.22	
Light & Power	356.06	
Gas	440.90	
Depreciation on Equipment	423.37	
General Plant Supplies	254.87	
Other Operating expense	272.03	
Telephone & clock system	290.00	\$14,787.11

GAIN FOR PERIOD

\$ 5,484.56

RESOURCES

Certificate of Deposit	48,000.00	
Liberty Bonds	5,000.00	
Cash	6,779.72	
Inventory of Food	736.17	
Inventory of supplies	116.97	
Equipment	1,311.70	\$61,944.56

LIABILITIES

The Institution	61,944.56
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FINANCIAL STATEMENT

MISCELLANEOUS FUNDS

February 2, 1925

Athletic Fund -----	\$ 695.34
Entertainment Fund -----	397.02
Social Fund -----	268.10
Debate & Drama Fund -----	119.80
Bee Gee News Fund -----	46.20
Balance in Fund	\$1526.46

MC MANUS-THROUP CO., TOLEDO, O. 22669

Dr. Williams presented the following payrolls for action of the Board:

Feb. 15 - H. B. Williams	President	1 mo.	541.66	532.77	8.89
G. W. Beattie	Instructor	"	377.77	368.88	8.89
C. J. Biery	Instructor	"	377.77	368.88	8.89
J. W. Carmichael	Instructor	"	305.55	296.66	8.89
Dorothy Clement	Instructor	"	188.88	182.32	6.56
D. J. Crowley	Instructor	"	305.55	296.66	8.89
Hazel Fitzgerald	"	"	222.22	213.33	8.89
Marion Hall	"	"	200.00	192.00	8.00
P. E. Harris	"	"	333.33	324.44	8.89
Harriet S. Hayward	"	"	333.33	324.44	8.89
Laura Heston	"	"	277.77	268.88	8.89
Clyde Hissong	"	"	333.33	324.44	8.89
W. P. Holt	"	"	377.77	368.88	8.89
Herbert Kimmel	"	"	333.33	324.44	8.89
E. G. Knepper	"	"	277.77	268.88	8.89
C. C. Kohl	"	"	400.00	391.11	8.89
Rea McCain	"	"	305.55	296.66	8.89
C. S. Martin	"	"	333.33	324.44	8.89
E. L. Moseley	"	"	377.77	368.88	8.89
Caroline Nielsen	"	"	277.77	268.88	8.89
J. R. Overman	"	"	400.00	391.11	8.89
C. D. Perry	"	"	333.33	324.44	8.89
E. C. Powell	"	"	266.66	257.77	8.89
Cora Purdy	"	"	133.33	128.14	5.19
Stella M. Raney	"	"	244.44	235.55	8.89
C. F. Reeb	"	"	361.11	352.22	8.89
Vera Reynolds	"	"	244.44	235.55	8.89
John Schwarz	"	"	361.11	352.22	8.89
Maude Sharp	"	"	277.77	268.88	8.89
Carolyn Shaw	"	"	244.44	235.55	8.89
Winifred Skillen	"	"	305.55	296.66	8.89
C. C. Snow	"	"	244.44	235.55	8.89
Warren E. Steller	"	"	288.88	279.99	8.89
Margaret Walker	"	1/2 mo.	166.66	79.99	3.34
Frances Warner	"	1 mo.	155.55	149.33	6.22
W. A. Zaugg	"	"	361.11	352.22	8.89
Florence Brooks	Critic	"	211.11	202.67	8.44
Maude Doane	"	"	222.22	213.33	8.89
Myra Johnson	"	"	211.11	202.67	8.44
Effie McDowell	"	"	211.11	202.67	8.44
Lena I. Mills	"	"	211.11	202.67	8.44
Grace Woolworth	Kindergartner	"	250.00	241.11	8.89
Wilna Young	Critic	"	222.22	213.33	8.89
Ethyl Blum	Librarian	"	222.22	222.22	
Irene C. Mooers	Voice Instructor/93 lessons @ \$1.00			93.00	
Catharine Turner	Instructor	1 mo.	266.66	127.89	5.44
Teachers Retirement System				379.66	

Feb. 28 - Gertrude Brod	Bookkeeper	1 mo.	100.00	100.00	
Mary W. Everett	Ass't. Registrar	"	125.00	125.00	
Katherine Norton	Stenographer	"	75.00	75.00	
John Meyers	Janitor	"	104.16	104.16	
W. E. Frost	"	"	91.66	91.66	
Walter Towers	"	"	83.33	83.33	
Mrs. Wilda Tavernier	Janitress	"	60.00	60.00	
Randolph Rohk	Supt. Bldgs. & Grounds	"	183.33	183.33	
Emanuel Smith	Fireman	"	110.00	110.00	
Emory Young	"	"	110.00	110.00	
Chester L. Spencer	"	"	110.00	110.00	
Michael Finkenbeiner	Grounds Laborer	"	91.66	91.66	
J. W. Palmer	"	"	83.33	83.33	
Lincoln Miller	Night Watchman	"	83.33	83.33	
June Beverstock	Stu. Help Phys. Educa.	13 hrs.	.40	5.20	
Chester Fast	" Chemistry	97 1/2 "	.25	24.38	
Maude L. Lantz	" Office	88 "	.25	22.00	
Grace Kille	" "	5 "	.25	1.25	
Jean Sherer	" "	15 "	.25	3.75	
Jonathan Ladd	" "	19 "	.25	4.75	
Marjorie Dunipace	" "	7 1/2 "	.25	1.88	
Lester Bower	" "	13 1/2 "	.25	3.44	
Elizabeth Bixler	" Library	51 "	.20	10.20	
Jay Bone	" "	100 "	.20	20.00	
Theodora Fowler	" "	37 "	.20	7.40	
Emma Graham	" "	12 "	.20	2.40	
Orpha Knight	" "	56 "	.20	11.20	
Edith McGee	" "	61 "	.20	12.20	
Esther Marlnee	" "	46 1/2 "	.20	9.30	
L. R. Pugh	" "	30 "	.20	6.00	
Henrietta Robertson	" "	41 "	.20	8.20	
Howard Shadle	" "	47 1/2 "	.20	9.50	
Marial Koleman	" Home Economics	18 1/2 "	.20	3.75	
	A-1 Salaries			\$1410.80	
	A-2 Wages			166.80	
				\$1577.60	

						Pension
Mar. 15 -	H. B. Williams	President	1 mo.	541.66	532.77	8.89
	G. W. Beattie	Instructor	"	377.77	368.88	8.89
	C. J. Biery	"	"	377.77	368.88	8.89
	J. W. Carmichael	"	"	305.55	296.66	8.89
	Dorothy Clement	"	"	188.88	182.32	6.56
	D. J. Crowley	"	"	305.55	296.66	8.89
	Hazel Fitzgerald	"	"	222.22	213.33	8.89
	Marion Hall	"	"	200.00	192.00	8.00
	P. E. Harris	"	"	333.33	324.44	8.89
	Harriet S. Hayward	"	"	333.33	324.44	8.89
	Laura Heston	"	"	277.77	268.88	8.89
	Clyde Hissong	"	"	333.33	324.44	8.89
	W. P. Holt	"	"	377.77	368.88	8.89
	Herbert Kimmel	"	"	333.33	324.44	8.89
	E. G. Knepper	"	"	277.77	268.88	8.89
	C. C. Kohl	"	"	400.00	391.11	8.89
	Rea McCain	"	"	305.55	296.66	8.89
	C. S. Martin	"	"	333.33	324.44	8.89
	E. L. Moseley	"	"	377.77	368.88	8.89
	Caroline Nielsen	"	"	277.77	268.88	8.89
	J. R. Overman	"	"	400.00	391.11	8.89
	C. D. Perry	"	"	333.33	324.44	8.89
	E. C. Powell	"	"	266.66	257.77	8.89
	Cora Purdy	"	"	133.33	128.14	5.19
	Stella M. Raney	"	"	244.44	235.55	8.89
	C. F. Reeb	"	"	361.11	352.22	8.89
	Vera Reynolds	"	"	244.44	235.55	8.89
	John Schwarz	"	"	361.11	352.22	8.89
	Maud Sharp	"	"	277.77	268.88	8.89
	Carolyn Shaw	"	"	244.44	235.55	8.89
	Winifred Skillen	"	"	305.55	296.66	8.89
	C. C. Snow	"	"	244.44	235.55	8.89
	R. M. Tunncliffe	"	"	377.77	368.88	8.89
	Catharine Turner	"	"	266.66	257.77	8.89
	Frances Warner	"	"	155.55	149.33	6.22
	W. A. Zaugg	"	"	361.11	352.22	8.89
	Florence Brooks	Critic	"	211.11	202.67	8.44
	Maude Doane	"	"	222.22	213.33	8.89
	Myra Johnson	"	"	211.11	202.67	8.44
	Effie McDowell	"	"	211.11	202.67	8.44
	Lena I. Mills	"	"	211.11	202.67	8.44
	Grace Woolworth	Kindergartner	"	250.00	241.11	8.89
	Wilna Young	Critic	"	222.22	213.33	8.89
	Ethyl Blum	Librarian	"	222.22	222.22	
	Irene C. Mooers	Voice Instructor	88 lessons	1.00	88.00	
	Warren E. Steller	Instructor	1 mo.	288.88	279.99	8.89
	Teachers Retirement System				379.77	
Mar. 31 -	Gertrude Brod	Bookkeeper	1 mo.	100.00	100.00	
	Mary W. Everett	Ass't Registrar	"	125.00	125.00	
	Ethel M. Fisher	Stenographer	1 1/2 "	100.00	125.00	
	Katherine Norton	"	1 "	75.00	75.00	
	John Myers	Janitor	"	104.16	104.16	
	W. E. Frost	"	"	91.66	91.66	
	Walter Towers	"	"	83.33	83.33	
	Mrs. Wilda Tavernier	Janitress	"	60.00	60.00	
	Randolph Ronk	Supt. Bldgs & Grounds	"	183.33	183.33	
	Emanuel Smith	Fireman	"	110.00	110.00	
	Emory Young	"	"	110.00	110.00	
	Chester L. Spencer	"	"	110.00	110.00	
	Michael Finkenbeiner	Grounds Laborer	"	91.66	91.66	
	J. W. Palmer	"	"	83.33	83.33	
	Lincoln Miller	Night Watchman	"	83.33	83.33	
	Chester Fast	Stud. Help Chemistry	87 hrs.	.25	21.75	
	Esther March	Stud. Help Office	3 "	.25	.75	
	Elizabeth Bixler	Stud. Help Library	46 "	.20	9.20	
	Jay Bone	"	90 "	.20	18.00	
	Emma Graham	"	40 "	.20	8.00	
	Orpha Knight	"	50 "	.20	10.00	
	Edith McGee	"	59 "	.20	11.80	
	Esther Marlnee	"	48 "	.20	9.60	
	L. R. Pugh	"	17 1/4 "	.20	3.55	
	Henrietta Robertson	"	63 "	.20	12.60	
	Howard Shadle	"	24 "	.20	4.80	
	Marian Koleman	" Home Ec.	20 "	.20	4.00	
	Bernice Williams	"	6 "	.20	1.20	
				A-1 Salaries	\$1,535.80	
				A-2 Wages	115.25	
					\$1,651.05	

Moved by Brown and seconded by Bowsher that the above payrolls be allowed and paid from funds provided therefor. Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

MC MANUS-TRUMP CO., TOLEDO, O. 22669

<u>Voucher No.</u>	<u>Name of Payee</u>	<u>Appr'n Acct.</u>	<u>Total</u>
401	English Bros. & Co.	C-8	7.98
402	Public School Publishing Co.	C-8	9.90
403	C. W. Foulk	C-8	13.50
404	Milton Bradely Co.	C-8	8.00
405	A. Baesch & Co.	C-8	7.39
406	A. Froney & Co.	C-8	3.83
407	The Dobson-Evans Co.	C-8	19.83
408	The Commercial Paste Co.	C-8	3.89
409	The American Crayon Co.	C-8	14.54
410	John J. Maas	C-8	27.26
411	Eberbach & Son Co.	C-8	113.66
412	Columbia University	C-8	14.80
413	John J. Maas	C-8	14.47
414	The National Supply Co.	C-11	25.16
415	The Standard Oil Co.	C-11	27.12
416	Wolff Mfg. Co.	C-11	12.11
417	C. G. Heiby Hardware	D-2	3.35
418	A. Froney & Co.	D-3	3.20
419	W. M. Welch Mfg. Co.	E-1	11.10
420	Singer Sewing Machine Co.	E-8	1.55
421	Winifred Skillen	F-6	27.12
422	Winifred Skillen	F-6	26.91
423	Winifred Skillen	F-6	26.84
424	W. A. Zaugg	F-6	23.37
425	W. A. Zaugg	F-6	45.76
426	W. A. Zaugg	F-6	24.62
427	A. F. Atkin	F-9	3.50
428	Mrs. J. H. Wilkens	F-9	3.70
429	Home Steam Laundry	F-9	5.61
430	Library of Congress	G-3 Lib.Bks	14.46
431	The Macmillan Co.	G-3 " "	19.15
432	The Baker & Taylor Co.	G-3 " "	432.01
433	Central Scientific Co.	G-3 Ed.Equip	149.64
434	The Colby-Merrill Co.	G-3 General Plant Eq.	275.00
435	Civil Service Payroll	A-1 Salaries	1535.80
		A-2 Wages	115.25

Moved by Bowsher and seconded by Brown that the claims and expense accounts be allowed and paid, the fund designation to be made by Dr. Williams. Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

There being no further business the Board adjourned to meet at the call of the President.

Attest

H. J. Johnston
Secretary

President

Bowling Green, Ohio
March 28, 1925

The Board of Trustees of the Bowling Green State Normal College met at its office in the Administration Building on the above date. The members present were D. C. Brown, E. H. Ganz, Dr. H. J. Johnston, E. L. Bowsher.

E. H. Ganz presented his commission dated March 6, 1925 to run to May 17, 1928.

E. T. Rodgers presented his commission dated March 6, 1925 to run to May 17, 1929.

Dr. Williams, President of the College, Herbert B. Briggs State Architect and Engineer and S. L. Hollopeter, Assistant State Architect, were also present.

Moved by Ganz and seconded by Brown that Dr. H. J. Johnston act as temporary secretary, all members voting aye. Motion carried.

Moved by Ganz and seconded by Johnston that E. L. Bowsher act as temporary chairman, all members voting aye, Motion carried.

Moved by Ganz and seconded by Rodgers that D. C. Brown be elected President of the Board, all members voting aye. Motion carried.

Moved by Ganz and seconded by Brown that Dr. H. J. Johnston be elected secretary, all members voting aye. Motion carried.

Moved by Ganz and seconded by Johnston that E. T. Rodgers be elected treasurer, all members voting aye. Motion carried.

Moved by Ganz and seconded by Rodgers that E. L. Bowsher be elected vice-president, all members voting aye. Motion carried.